

**NEBRASKA
REAL PROPERTY APPRAISER BOARD**

**APPLICATION
FOR
QUALIFYING EDUCATION COURSE**

Application Received _____

Board Number _____

Approval Date _____

Expiration Date _____

For Board Use Only

INSTRUCTIONS: *This application form must be used by the course provider applying for approval of a qualifying education course. A separate application form must be filed for each course submitted for approval. Applicants should read carefully the Qualifying Education Policy and Procedures before completing the information below. In addition, you should refer to Title 298 Rules and Regulations.*

School / Provider Information

1. Name: _____

2. Address: _____

3. Telephone: _____

4. Fax: _____

5. E-Mail: _____

6. Contact Person: _____

7. Contact Person Telephone: _____

8. Authorized Agent: Person legally authorized to act on behalf of the provider named in Item 1 of this application in all matters before the Nebraska Real Property Appraiser Board including but not limited to matters of discipline, approval or denial of course, maintenance of student records, regular correspondence and any other matters deemed by the Board to be necessary in ensuring that the minimum criteria established by the Appraiser Qualifications Board and the Nebraska Real Property Appraiser Board is enforced. *(This Agent must sign this application)*

Name: _____

Contact Address: _____

Contact Telephone: _____

Agent Signature: _____

QUALIFYING EDUCATION

**COURSE
TITLE:** _____

Course Length (Hours): _____ **Examination Length (Hours):** _____
Total Hours: _____

Intended Date(s) of Course Offering: _____

Location of Course Offering: _____

All of the following materials must be submitted together with this application.

1. A copy of license approval issued by the Nebraska Department of Education.
2. Course Description
3. Detailed Content Outline / Course Matrix / Hours per Topic
If the course meets The Real Property Appraiser Qualification Criteria effective January 1, 2008 a detailed course matrix for course equivalency must be submitted.
4. Learning Objectives
5. Work Assignments
6. Text and Materials: this includes all texts and materials used in teaching the course and used by the student.
7. Presentation method
8. Prerequisites
9. A copy of the examination.
10. The instructor qualifications used in selecting instructors for appraisal education.
11. A completed Instructor Approval Application
12. A copy of Student Evaluation Form for Course and Instructor.
13. A copy of the proposed certificate of completion.
14. Procedure for measuring and validating student attendance.
15. A non-refundable \$50.00 application fee.
16. **For USPAP Courses**, a copy of the AQB Certification for the instructor and the provider's license agreement or equivalency certification from The Appraisal Foundation.

All materials submitted to the Nebraska Real Property Appraiser Board of an application for Qualifying Education Course are for Board use only. All materials submitted shall be retained by the Board, except for the exam, text and materials, and work assignments. Upon approval these will be returned to the provider.